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## Digital Literacy II: Office Productivity

### *Unit 1 File Management*

### *LAB 2 Backup and Recover Files*

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#### Objectives

- Back up personal and system files
- Recover files using File History

#### Equipment Required

- Notebook computer
- Windows 10
- Blank thumb-drive (8 GB min.)

#### Introduction

All computers utilize a file system in order to operate, perform functions, and allow users to complete tasks such as creating a spreadsheet, editing photos, etc. Because computer equipment can fail without warning, it's critical to back up files in case your hard-drive crashes or the computer becomes unusable; you could then recover your files on a working PC.

In this lab, you will perform disaster recovery by backing up and restoring files using Windows 10 File History tool.

In order to perform the lab Procedure, you should know how to:

- Launch the Settings utility and access the Backup tool
- Configure File History settings
- Run a file backup
- Delete and restore a file folder

#### Procedure

Refer to the exercise files in the Study Guide to complete this Procedure

#### BACKUP and RECOVER FILES

1. Navigate to File History backup settings
2. Configure File History to backup This PC > Documents > Customer Files to the thumb-drive
  - a. If necessary, remove all other folders selected for backup
  - b. Exclude the No Obstacles folder from the backup
3. Run the backup and wait until it is completed
4. Using File Explorer, delete the Two Trees folder from This PC > Documents > Customer Files
5. Restore the Two Trees folder from the thumb-drive

End Procedure





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